

# **LSTA Requirements for Salaries, Wages and Benefits**

## **General Guidelines**

- The following information applies whether the employee works solely or partially on the LSTA grant project.
- Requests for reimbursement may be made on a monthly or quarterly basis.
- Requests for reimbursement for salaries, wages or benefits accrued while working on an LSTA grant project **REQUIRE** two supporting documents: 1) timesheets, and 2) proof of compensation.
- Requests for reimbursement for salaries, wages, or benefits that do not provided supporting documentation will not be approved.

## **Timesheet**

You may use a timesheet from your agency, organization, or library; or you may use the timesheet sample at: [http://library.utah.gov/grants\\_funding/lsta/forms.htm](http://library.utah.gov/grants_funding/lsta/forms.htm)

All timesheets must include the following information:

- Dates of the week/month
- Actual hours worked per day on the LSTA project
- Actual total hours worked per week on the LSTA project
- Actual total hours worked for the month on the LSTA project
- Printed name and signature of the employee who worked
- Printed name and signature of the employee's supervisor. Supervisor must have first hand knowledge of work performed by employee.

There must be a separate timesheet for each employee for whom funds are being requested.

## **Proof of Compensation/Distribution**

These records demonstrate that the employee was actually compensated for work on the LSTA grant project. The Payroll Department for your agency, organization or library should be able to generate the reports that are required.

Payroll documents that are in accordance with generally accepted practice of your institution and are approved by a responsible official of your institution may be used for this purpose.

Payroll Documents must:

- reflect an after-the-fact distribution of the actual activity of each employee,
- account for the total activity for which each employee is compensated,
- be prepared at least monthly and must coincide with one or more pay periods,
- represent actual costs, AND
- be confirmed by responsible persons with suitable means of verification that the work was performed. Confirmation by the employee is not a requirement if other responsible persons make appropriate confirmations.

LSTA Grants Coordinator  
Utah State Library  
250 North, 1950 West, Suite A  
Salt Lake City, UT 84116-7901